



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:
COMNAVREGSWINST 1752.3
N93MP
19 JUL 2004

COMNAVREGSW INSTRUCTION 1752.3

Subj: SEXUAL ASSAULT VICTIM INTERVENTION (SAVI) PROGRAM

Ref: (a) SECNAVINST 1752.4
(b) OPNAVINST 1752.1A
(c) OPNAVINST 1752.2A

Encl: (1) Definitions
(2) Services Eligibility for Victims of Sexual Assault
(3) SAVI Program Supportive Resources
(4) Procedural Flowchart
(5) SAVI CDO Procedures
(6) SAVI Victim's Rights
(7) SAVI Incident and Feedback Form
(8) SAVI Follow-up Form
(9) SAVI Program Preference Statement

1. Purpose. To establish policies and designate responsibility for implementation of the Sexual Assault Victim Intervention (SAVI) Program within Commander, Navy Region Southwest (CNRSW) region of responsibility per references (a) and (b). This instruction establishes regional Navy guidance and is not intended to, and does not create any rights, substantive or procedural, enforceable at law or in equity, by any victim, witness, suspect, accused, or any other person, in any matter civil or criminal and places no limits on the lawful prerogatives of the Navy or its officials.

2. Definitions. Terms used in this instruction are defined in enclosure (1).

3. Background. The SAVI program was developed by the DON to meet the needs of sexual assault and rape victims and to establish a "zero-tolerance" policy for sexual assault. In furtherance of that policy, the SAVI program was developed to:

a. Ensure sensitive, coordinated, and effective implementation of victim advocacy services.

b. Reduce the incidence of sexual assault through awareness and prevention education.

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c. Standardize reporting of sexual assault.

4. Eligibility. Persons eligible for SAVI services must be eighteen years of age or older. This includes victims of sexual assault, rape, or sodomy; victims of assault with intent to commit rape; victims of assault with intent to commit sodomy; and victims of indecent assault. Sexual assault of children (under age 18) and victims sexually assaulted by family members are provided services through the Navy Family Advocacy Program as defined in reference (c). Enclosure (2) lists persons eligible for SAVI victim advocacy services.

5. Responsibilities

a. CNRSW shall:

(1) Provide regional coordination of the SAVI program.

(2) Develop and implement a highly responsive victim advocate program to provide immediate emotional support and guidance to eligible sexual assault victims.

(3) Coordinate training on sexual assault awareness and prevention. Designate a SAVI Coordinating Committee to provide oversight and execution of the program.

(4) Ensure installation activities, agencies, and personnel are advised of, and have access to, SAVI program services and supportive resources, enclosure (3). A representation of assistance offered to a sexual assault victim is presented as a flowchart in enclosure (4).

b. Installation Commanders and Commanding Officers shall perform duties as assigned in reference (b) and ensure Command Duty Officers follow procedures in enclosure (5).

c. SAVI Program Coordinator shall perform duties as assigned in reference (b) and ensure victims are afforded rights contained in enclosure (6).

d. SAVI Victim Advocate Coordinator shall perform duties as assigned in reference (b).

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e. Victim Advocates shall perform duties as assigned in reference (b). Victim Advocates will also document all advocacy services on forms such as SAVI Incident and Feedback Form (enclosure (7)) and SAVI Follow-up Form (enclosure (8)); and complete preference statement (enclosure (9)) when appropriate.

f. SAVI Coordination Committee shall:

(1) Facilitate the execution and oversight of the SAVI regional program.

(2) Meet at least quarterly or as necessary.

(3) Be comprised of representatives per reference (b) and designated in writing:

(a) SAVI Program Coordinator (Chair)

(b) Naval Medical Clinic, San Diego

(c) Trial Services Office West, Naval Station San Diego

(d) Deputy Security Director, CNRSW Security

(e) Naval Criminal Investigative Service, Southwest Field Office

(f) Religious Ministries, CNRSW

(g) Fleet and Family Support Center (FFSC), San Diego

(4) Establish and maintain an effective program of cooperative effort among customer commands and serviced individuals. The Committee representatives are designated as the primary point of contact for their respective areas and are to liaison with others of their respective disciplines who are performing SAVI duties throughout the Southwest Region. Representatives shall attend meetings as directed by CNRSW.

6. Reporting Requirements. Required information for the Sexual Assault Incident Report/Data Collection Form and

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specific guidelines regarding submission are contained in references (a) and (b).

7. Forms. All forms may be adapted locally.


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DEFINITIONS

The following applies, per reference (b):

1. Assault. The use of unlawful force or violence either as an overt act with the intent of inflicting bodily harm; or as an unlawful demonstration of violence, through an intentional or culpably negligent act or omission, either of which creates in the mind of another a reasonable apprehension of receiving immediate bodily harm.

2. Sexual Assault. See "Indecent Assault." For the purposes of this instruction, the term sexual assault will be used generically to include all of the terms listed in (a) through (e) below and applies to adult victims and perpetrators.

a. Assault with Intent to Commit Rape - An assault with intent to commit rape; the accused must have intended to complete the offense of rape and to overcome any resistance by force.

b. Assault with Intent to Commit Sodomy - An assault against a human being committed with the specific intent of completing the offense of sodomy.

c. Indecent Assault - An assault with the intent to gratify the lust or sexual desires of the accused.

d. Rape - An act of penile-vaginal intercourse by force and without consent. Penetration, however slight, is sufficient to complete the offense.

e. Forcible Sodomy - An act done by force and without consent whereby one person takes into his/her mouth or anus the sexual organ of another person (of the same or opposite sex) or of an animal; places his/her sexual organ in the mouth or anus of another person or of an animal; places his/her sexual organ in any opening of the body other than the sexual parts of another person; or has penile-vaginal intercourse with an animal. Penetration, however slight, is sufficient to complete the offense.

3. Intercourse - Physical sexual contact between individuals that involves the genitalia of at least one person.

SERVICES ELIGIBILITY FOR VICTIMS OF SEXUAL ASSAULT

Eligibility for services for victims of sexual assault from the Sexual Assault Victim Intervention (SAVI) Program and the Navy's Family Advocacy Program (FAP) are outlined below.

SAVI PROGRAM

1. Male and Female victims who are **18 years (or older)** and:
 - a. Active Duty Navy, Marine or Coast Guard members and their legal family members;
 - b. Members of the reserve component of the Navy, Marine or Coast Guard while on active duty and their legal family members;
 - c. Retired members of the Navy, Marine or Coast Guard and their legal family member;
 - d. Civilians assaulted by:
 - (1) Active Duty Navy, Marine or Coast guard members and their legal family members;
 - (2) Navy, Marine or Coast Guard Retirees and their legal family members;
 - (3) Navy, Marine, or Coast Guard Reservists on active duty and their family members;
 - (4) Civilians on property under the jurisdiction of DON.
2. Referrals may be made to other military or civilian resources as appropriate.
3. Other victims may be eligible for services from the Navy's Family Advocacy Program (FAP) and/or Victim Witness Assistance Program (VWAP).

FAP SERVICES

1. Eighteen (18) years or older, male and female victims of Marital Rape (perpetrator and victim are married to each other) and:

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- a. At least one party is Active Duty or,
 - b. At least one-party is retired from Active Duty.
2. Less than 18 years old, Male or Female:
- a. Not Active Duty
 - b. Legal Dependents of Active Duty
 - c. Legal Dependents of Retirees
 - d. Civilians assaulted by:
 - (1) Active Duty
 - (2) Retired
 - (3) Legal Dependents of Active Duty and/or Retirees
 - (4) Civilians on a Naval Installation
3. Referrals may be made to other military or civilian resources as appropriate.

SAVI PROGRAM SUPPORTIVE RESOURCES

Medical Resources:

Banner Churchhill Community Hospital	Fallon	775.423.3151
Naval Hospital	Lemoore	559.998.4481
Palomar Hospital	San Diego	760.739.2150
Pomerado Hospital	San Diego	858.613.4457
Ridgecrest Regional Hospital	China Lake	760.446.3551
University Community Medical Center	San Diego	619.582.3516

24-hour hotlines:

Battered Women's Shelter	San Diego	619.234.3164
Center for Community Solutions	San Diego	1.888.272.1767
Crisis Call Center	Reno	1.800.992.5757
Domestic Violence Hotline	China Lake	760.375.7525
Monterey Rape Crisis Center		831.375.4357
National Sexual Assault Hotline		1.800.656.HOPE
Navy SAVI hotline	San Diego	619.692.5909

Base Security:

China Lake Security		760.939.3112
El Centro Security		760.339.2524
Fallon Base Security		775.426.2803
Lemoore Base Security		559.998.4749
Monterey Base Security		831.656.2556
Point Mugu Security		805.989.7907
San Diego Regional Security		619.524.2030
Seal Beach Security dispatch		562.626.7229

Legal Assistance/information:

Naval Criminal Investigative Service	China Lake	760.939.6646
Naval Criminal Investigative Service	Fallon	775.426.2745
Naval Criminal Investigative Service	Monterey	831.656.3606
Naval Criminal Investigative Service	Naval Station	619.556.1364
Naval Criminal Investigative Service	Point Mugu	805.989.7574
Naval Criminal Investigative Service	Port Hueneme	805.982.4525
Naval Criminal Investigative Service	Upland	909.985.2264
Navy Legal Services Office	Naval Station	619.556.7276

Police Departments:

Carlsbad Police Department		760.931.2197
China Lake Police Department		760.939.3323
Chula Vista Police Department		619.691.5151
Churchill County Sheriffs Office		775.423.3116
Coronado Police Department		619.522.7350
El Cajon Police Department		619.579.3311
El Centro Police Department		760.352.2111

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SAVI PROGRAM SUPPORTIVE RESOURCES

Escondido Police Department.....	760.741.4722
Fallon Police Department.....	775.423.2113
La Mesa Police Department.....	619.469.6111
Lemoore Police Department.....	559.584.9276
Monterey Police Department.....	831.646.9314
Oceanside Police Department.....	760.966.4900
National City Police Department.....	619.336.4411
San Diego Police Department.....	619.531.2000
San Diego Sheriff's Department.....	619.565.5200
Seal Beach Police Department.....	562.799.4100

Supportive Counseling:

Center for Community Solutions.....	San Diego	
.....	858.272.1767/760.747.6282	
Fleet & Family Support Center.....	China Lake	760.939.4545
Fleet & Family Support Center.....	Fallon	775.426.3333
Fleet & Family Support Center.....	Lemoore	559.998.4042
Fleet & Family Support Center.....	Monterey	831.656.3060
Fleet & Family Support Center.....	NBNI San Diego	619.545.6071
Fleet & Family Support Center.....	NBPL San Diego	619.553.7505
Fleet & Family Support Center	NBSD San Diego	619.556.7404
Fleet & Family Support Center.....	Point Mugu	805.989.8146
Fleet & Family Support Center.....	Port Hueneme	805.982.5037
Fleet & Family Support Office.....	El Centro	760.339.2241
Sexual Assault Response Team.....	China Lake	760.375.0745
Women's Center High Desert Inc.....	China Lake	760.371.1969
Women's Resource Center.....	San Diego	760.757.3500

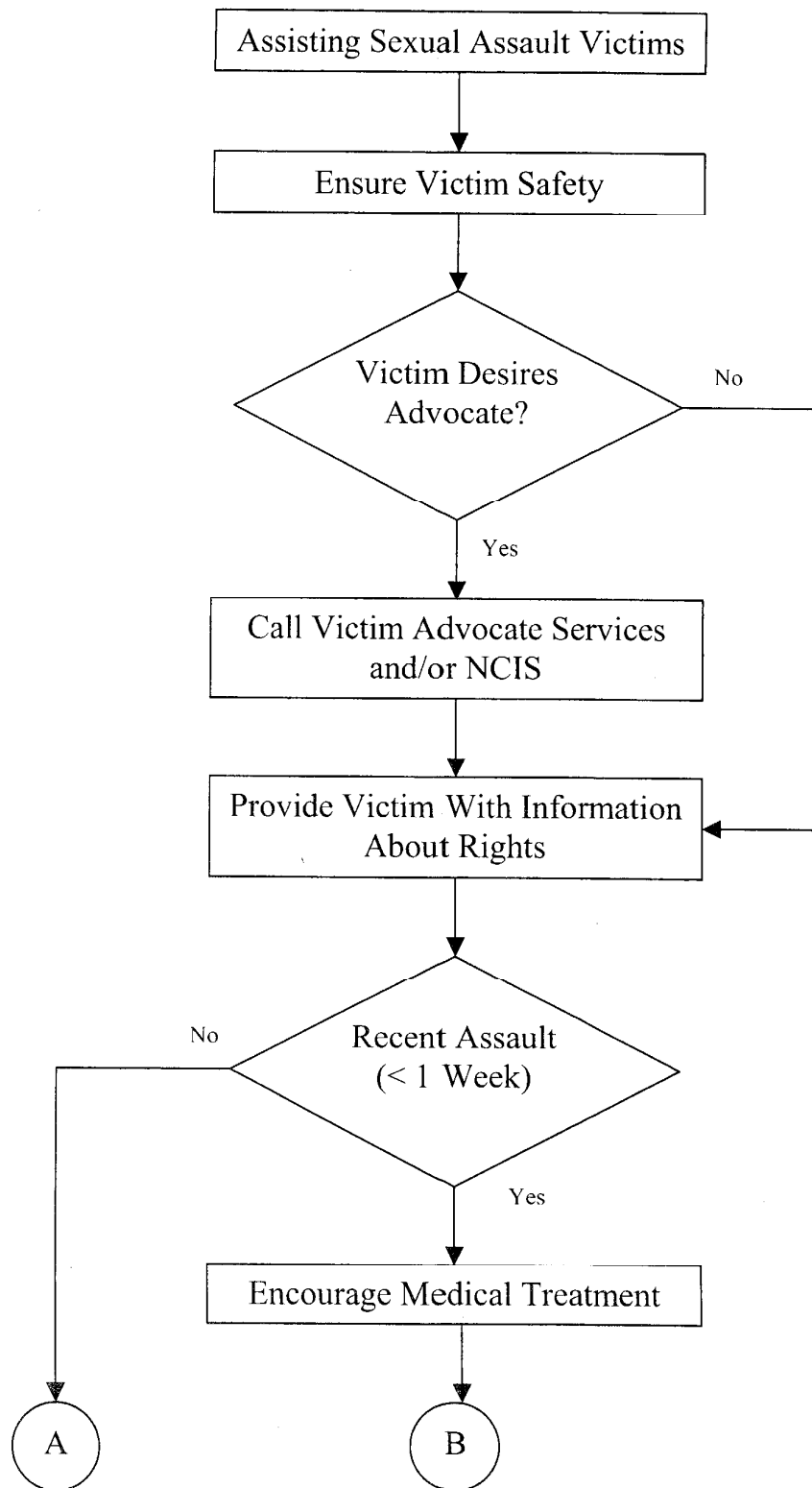
Chaplains Office:

China Lake.....	760.939.3506	
El Centro.....	760.339.2290	
Fallon.....	1.800.971.6172	
Lemoore.....	209.998.4618	
Monterey.....	831.656.2241	
Naval Base.....	San Diego	619.556.1921
Naval Base after 1600.....	San Diego	619.257.4259
North Island.....	San Diego	619.545.9477
Point Loma.....	San Diego	619.553.7201
Point Mugu.....	805.989.7967	
Port Hueneme.....	805.982.4358	

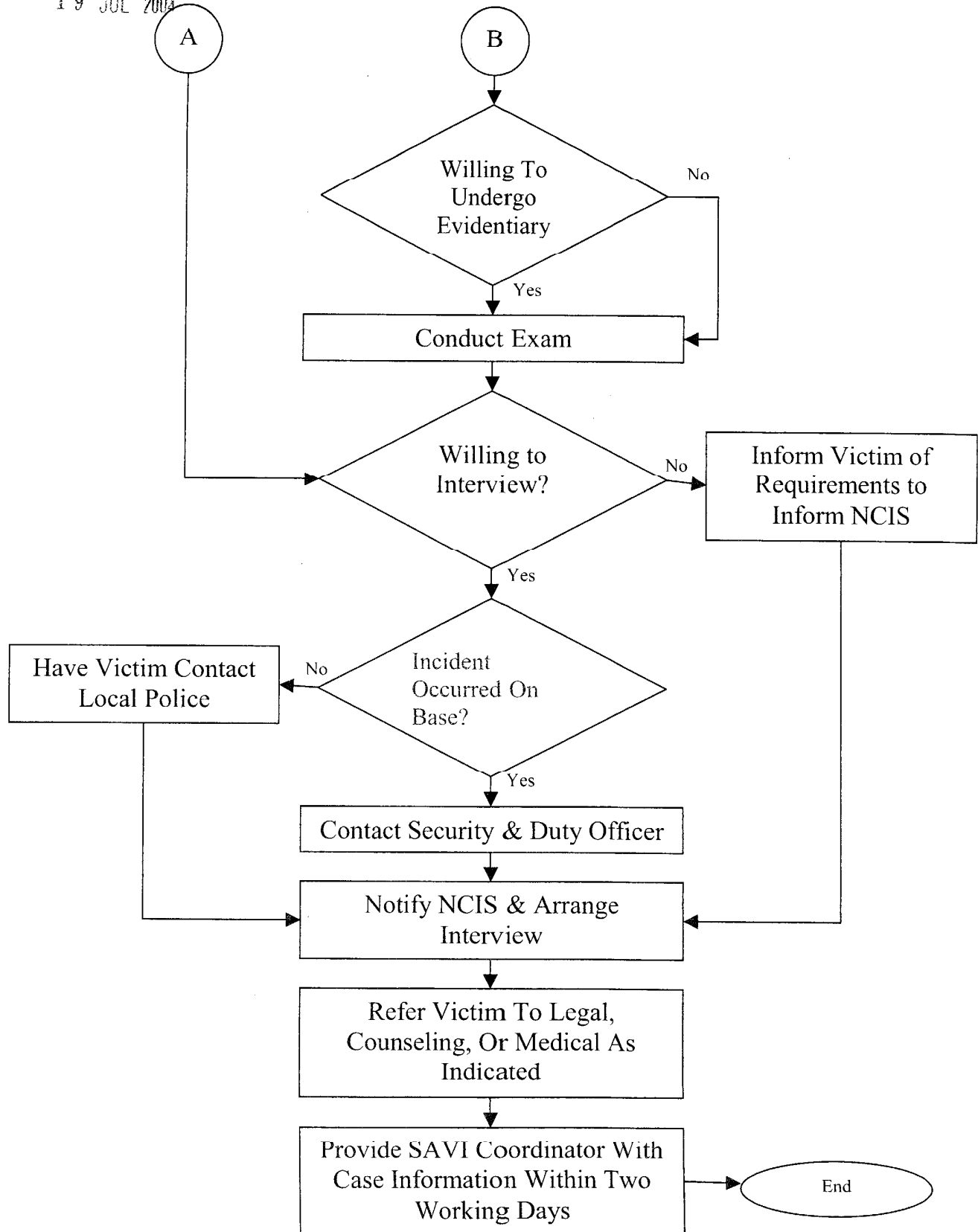
RAPE Crisis Centers:

Center for Community Solutions.....	San Diego	
.....	858.272.1767/760.747.6282	
Coalition to End Domestic and Sexual Violence.....	Ventura	805.983.6014
Crisis Call Center.....	Reno	1.800.992.5757
Kings Community Action Organization.....	Lemoore (Hartford)	559.582.4386
Monterey Rape Crisis Center.....		831.375.4357
Northern Nevada CARES/SART.....		775.328.3249
Rape Crisis Center.....	El Centro	760.352.7273

PROCEDURAL FLOWCHART



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SAVI CDO PROCEDURES
RESPONDING TO SEXUAL ASSAULT

Once a report of sexual assault of an adult victim (18 years old or older and not the spouse of the offender) is received, the following steps and procedures are recommended:

- ____ 1. Obtain name, telephone number, military affiliation, status and location of victim.
- ____ 2. Contact the SAVI Advocate victim assistance program.
- ____ 3. Notify Naval Criminal Investigative Service.
- ____ 4. If OFF-BASE incident obtain contact information for law enforcement agency having jurisdiction.
- ____ 5. If ON-BASE incidents contact appropriate Base Security office immediately and advise victim of action.
- ____ 6. Encourage the victim to seek medical treatment and provide assistance if the victim indicates a desire to receive medical treatment.
- ____ 7. Advise the victim to not destroy possible evidence by bathing, douching, changing clothes, eating, drinking, or changing the crime scene.
- ____ 8. Offer to notify the Duty Chaplain if the victim desires.
- ____ 9. Sensitivity to the victim is essential. The victim has survived a life-threatening crisis and is experiencing a mixture of high stress emotions including shock, humiliation, fear, and anxiety at having control of his/her life taken away by force. Respond to reasonable requests and make arrangements for transportation as needed to Security or the appropriate medical facility. The attention and support you provide significantly impacts the victim's recovery. Respect the victim and give attention to the victim's rights and needs. Offer support and reassurance. Do not ask the victim for details, do not ask more than one question at a time, and do not ask questions, which are accusatory. Stay with the victim until the Victim Advocate and Security Personnel or NCIS arrives.

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(For victims reporting assault 72 hours after the incident, no medical examination is required. However, the victim should still be advised to contact medical for information and assistance about STDs and pregnancy issues.)

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SEXUAL ASSAULT VICTIM INTERVENTION (SAVI) PROGRAM

RIGHTS OF CRIME VICTIMS

1. A crime victim has the following rights:
 - a. The right to be treated with fairness and with respect for the victim's dignity and privacy;
 - b. The right to be reasonably protected from the accused offender;
 - c. The right to be notified of court proceedings;
 - d. The right to be present at all public court proceedings related to the offense, unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial;
 - e. The right to confer with trial counsel and the staff judge advocate to the convening authority in the case;
 - f. The right to receive available restitution; and
 - g. The right to information about the conviction, sentencing, imprisonment, and release of the accused.
2. OPNAV Instruction 5800.7 requires that a copy of these rights be provided to all victims reporting sexual assault.
3. It should be emphasized and explained to victims that federal departments are required to "make their best efforts" to afford victims these rights. Resource limitations, operational commitments or jurisdictional limitations may preclude a Naval command from being able to provide these rights fully. The above list does not create a cause of action or defense in favor of any person arising out of failure to accord a victim the rights enumerated. Adherence to these guidelines will be per the legitimate needs of the United States Navy, the maintenance of good order and discipline, and military exigencies.

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SAVI INCIDENT & FEEDBACK FORM

Date of Assistance: _____

Advocate's Name: _____ Command: _____

SURVIVOR INFORMATION

Name: _____ Command: _____

Home Phone: _____ Home Port: _____

Work Phone: _____ Gender: Female Male Age: _____

Status: ☐ Active Duty ☐ Family Member ☐ Reservist ☐ Civilian

Other: _____

Date of Assault: _____ Assault Location: _____

Client entered system through: ☐ Security ☐ NCIS ☐ Medical ☐ Command ☐ FFSC

Other: _____

SAVI Advocate notified by: ☐ NMC ☐ NCIS ☐ Command

Other: _____

List POC name and work number for each representative involved.

Base Security: POC: _____ Number: _____

Law Enforcement: POC: _____ Number: _____

Medical: POC: _____ Number: _____

Other: _____ Number: _____

Advocates: *Remember to fax this form within one business day after providing assistance.*Office: 619/553-4744
24 Hour Crisis Hotline: 619/692-5909
SAVI Fax: 619/553-8268

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Enclosure (7)

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SAVI Follow-up Form

Date of Contact: _____

Advocate Name: _____ Command: _____

Survivor information

Name: _____ Command: _____

Phone Number: _____ Home Port: _____

Time call began: _____ Time call ended: _____

Contacts: (POC, Command Representative, NCIS, TSO, Counselor)

Name: _____ Work Number: _____

Name: _____ Work Number: _____

Name: _____ Work Number: _____

Status of Case

- | | |
|--|----------------|
| <input type="checkbox"/> Pending Investigation | Explain: _____ |
| <input type="checkbox"/> Pending Legal | Explain: _____ |
| <input type="checkbox"/> Other | Explain: _____ |
| <input type="checkbox"/> Case Closed | Explain: _____ |

Referrals Made

- ☐
- Medical
- ☐
- VWAP
- ☐
- Counseling Choices
- ☐
- Other _____

Advocacy Status & Follow-up Plan

- ☐
- Advocate Involved

When will you contact again: ☐ 48 Hr ☐ 1 Week ☐ Other _____

- ☐
- Advocate no longer requested because:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Underway / Deployed | <input type="checkbox"/> Case Dropped | <input type="checkbox"/> Referrals made, no longer needed |
| <input type="checkbox"/> Other _____ | | |

Advocates: Remember to fax this form within one business day after providing assistance.

Office: 619/553-4744
24 Hour Crisis Hotline: 619/692-5909
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SEXUAL ASSAULT VICTIM INTERVENTION (SAVI) PROGRAM
PREFERENCE STATEMENT

I, _____ (name), do hereby state that I have been offered the assistance of a victim advocate through the Sexual Assault Victim Intervention (SAVI) Program. I have been informed and understand the functions of the SAVI victim advocate and advocacy services. I understand that the SAVI victim advocacy services include, but are not limited to:

- _____ 1. Crisis intervention.
- _____ 2. Assistance, support and guidance through the medical, legal, and investigative proceedings with an emphasis on privacy, to avoid of revictimization whenever possible.
- _____ 3. Information about victims' rights and resources.
- _____ 4. Coordination of and appropriate referrals to agencies for victim assistance services, (i.e., counseling, legal, or medical).

I hereby verify that I decline SAVI assistance at this time. I make this decision freely and voluntarily.

I further understand that I may later change my mind and desire assistance. Should that occur, I can contact the SAVI Program for assistance.

VICTIM NAME

SIGNATURE

DATE

WITNESSED BY:

WITNESS SIGNATURE

DATE